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ABSTRACT

In 1981, the Governor's Commission on Migratory and Seasonal Farm Labor began an initiative to develop and enhance communication and coordination linkages among migrant labor service providers. The Commission serves as a forum for farm laborers to share information and concerns, monitors programs, conducts inspections, promotes coordination, and develops recommendations. Area meetings were organized in each of the three geographic regions (Western Maryland, Eastern Upper Shore, and Eastern Lower Shore) to bring together area service providers for a pre-season planning session and a post-season assessment session. Federal budget cuts also played a significant role in uniting agencies for survival purposes and continuing services. The initiative taken by the Commission, and adopted by the agencies, led to open communication between providers and growers, excellent working relationships among agencies/providers, and innovative projects. The document is divided into four major sections: "Model Projects" lists and describes three significant coordination efforts in Maryland among migrant labor service agencies and providers; "State Level Coordination and Initiatives" describes agreements and coordination among state agencies and linkages with non-state agencies; "Description of Agencies" gives brief descriptions of 10 agencies; and Appendices consist of maps of the three geographical areas, and samples of tracking cards and a daily log. (JMM)

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WORKING TOGETHER IN MARYLAND

MIGRATORY LABOR CONSORTIA BUILDING AND PROGRAM NETWORKING

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A PUBLICATION OF THE MARYLAND GOVERNOR'S COMMISSION ON MIGRATORY AND SEASONAL FARM LABOR

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JUL 1985

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July 1985

FORWARD

This publication has been prepared to document how the Governor's Commission on Migratory and Seasonal Farm Labor, agencies and organizations have worked to improve the migrant labor system in Maryland through communication and coordination linkages. A variety of methods has been utilized and is documented in this publication.

For clarity purposes, this document has been divided into sections. The Introduction is followed by four major sections: Section I, Model Projects, lists and describes significant coordination efforts among agencies; Section II, State Level Coordination and Initiatives, describes agreements and coordination at the State level; Section III, Description of Agencies, gives a brief description of the agencies referred to in this publication; and Section IV, Appendices, includes maps of the geographical areas referred to in this document.

This publication was compiled and edited by Patricia Fields, executive director, Governor's Commission on Migratory and Seasonal Farm Labor. The typing was done by Mary Dean, secretary to the executive director.

THE GOVERNOR'S COMMISSION ON MIGRATORY AND SEASONAL FARM LABOR

The Governor's Commission on Migratory and Seasonal Farm Labor was created in 1959 and reconstituted by the Governor in 1981. The purpose of the Commission is to improve the living and working conditions of migrant and seasonal farmworkers in Maryland.

The Commission serves as the advisory body to the Governor, the General Assembly and executive agencies on matters relating to the migrant and seasonal farm labor population in Maryland. The Commission serves as a forum for farm laborers, growers and agencies to share information and concerns. The Commission monitors programs, conducts inspections, promotes coordination, and develops recommendations.

The Commission has a membership of 21 and is composed of members appointed by the Governor from the general public, private sector, farmworker community, grower organizations and State agencies.

MIGRANT LABOR CROPS

There are two major geographical areas in the State considered to be migrant agricultural areas. One area is Western Maryland, and the other area is the Eastern Shore. The Eastern Shore is divided for reference purposes into two sections, the Lower Shore and the Upper Shore. See Appendix A.

Crops harvested in Western Maryland by migrant and seasonal farmworkers are apples and peaches. The season begins in May with pruning, spraying, etc. Peaches are harvested from July through August. Apples, the major crop in the area, are harvested from September through early November. This period reflects the Western Maryland peak season.

The migrant labor season on the Eastern Shore spans from April through early September, with the peak season occurring in July and August. The major crops harvested by migrant workers on the Eastern Shore are truck crops and include cucumbers, tomatoes, asparagus and watermelons.

ACRONYMS AND INITIALS

Listed below are acronyms and initials that are referenced in this publication.

STATE AGENCIES AND PROGRAMS

Department of Employment and training	DET
Employment Security Administration	ESA
Department of Health and Mental Hygiene	DHMH
Department of Human Resources	DHR
Income Maintenance Administration	IMA
Social Services Administration	SSA
Department of Licensing and Regulation	DL&R
Division of Labor and Industry	DL&I
Maryland Farm Labor Contractor Registration Act	FLCRA
Maryland Occupational Safety and Health Act	MOSHA
Governor's Commission on Migratory and Seasonal Farm Labor	GCMSFL
Maryland State Department of Education	MSDE

FEDERAL AGENCIES

Department of Health and Human Services	HHS
U.S. Department of Labor	DOL
Employment Standards Administration	ESA

LOCAL AND OTHER AGENCIES AND PROGRAMS

Center for Human Services	CHS
Delmarva Rural Ministries	DRM
East Coast Migrant Head Start Project	ECMHSP
English as a Second Language	ESL
Farmworker Services Coordinator	FSC
Migrant and Seasonal Farmworkers Association	MSFA
Potomac Bend Medical Center	PBMC
Somerset County Department of Social Services	SCDSS
Somerset County Health Department	SCHD
Washington County Health Department	WCHD
Women, Infants and Children's Program	WIC

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INTRODUCTION

In 1981 the Governor's Commission on Migratory and Seasonal Farm Labor began an initiative to develop and enhance communication and coordination linkages among migrant labor service providers. The Governor's Commission served as the catalyst for inter-agency coordination because of its composition and its mandate to serve as a forum for migrant labor issues.

This initiative was undertaken because of complaints about duplication of services and lack of communication and coordination among migrant service providers. Strained relationships, due to turf protection and personality conflicts, existed between some migrant service providers. Feelings of skepticism and suspicion also existed among agencies providing services in the high density migrant populated counties.

There was very little communication and coordination among State agencies and between State and federal agencies responsible for various migrant labor programs. This condition was also exemplified in the working relationships between the State and local levels of government.

One of the first steps taken by the Governor's Commission to develop and enhance linkages and networks was to organize area meetings. The meetings were held in three geographical areas of the State. The purpose of the meetings was to bring all service providers in one geographical area together for a pre-season planning session and a post-season assessment session. These sessions proved to be significant for the development of communication networks, coordination linkages and innovative concepts and projects.

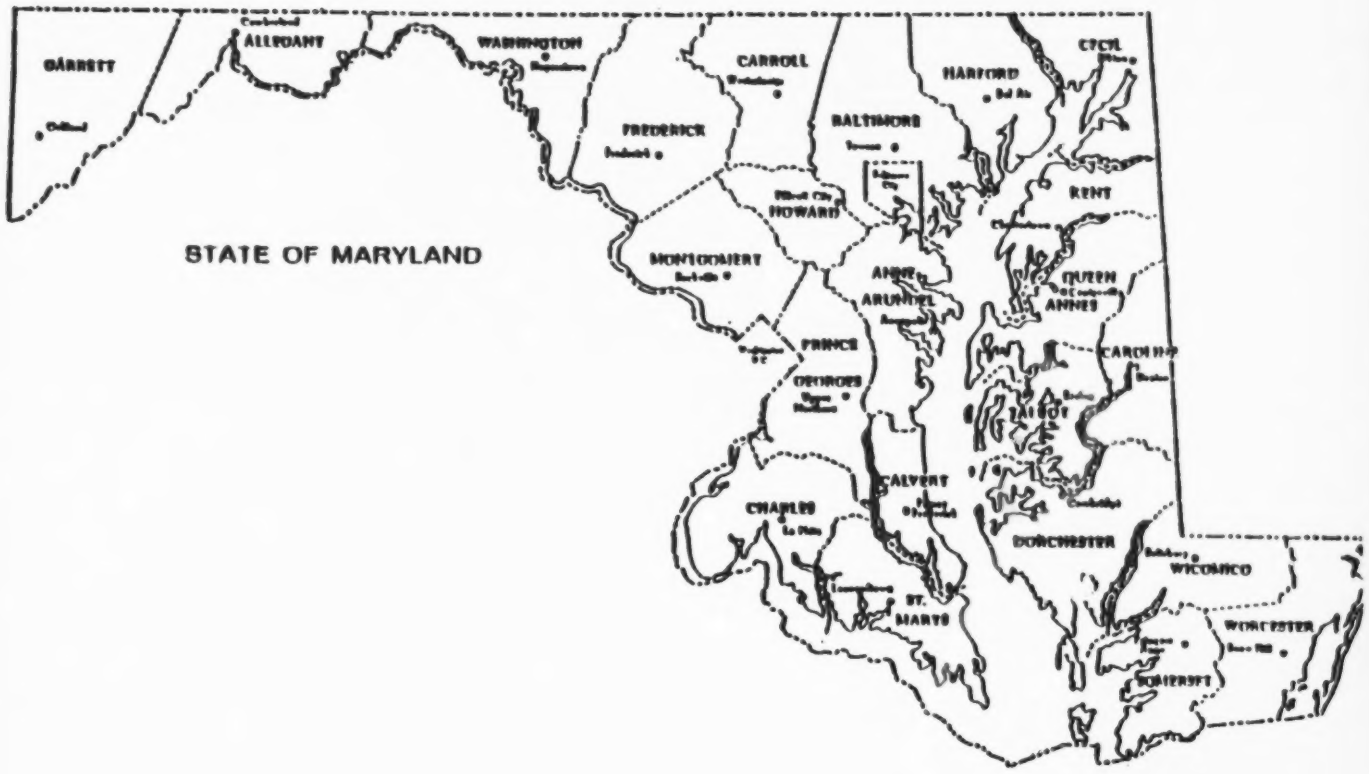
Another event, not designed by the Governor's Commission or the agencies but which played a significant role in bringing the agencies together, was the federal budget cuts. Agencies recognized that for survival purposes and continued services to the migrant population, old suspicions and skepticisms would have to be discarded.

The initiative taken by the Governor's Commission and enthusiastically adopted by the agencies has led to open communication networks between the providers and growers, excellent working relationships among agencies/providers, and innovative concepts and projects in Maryland.

SECTION I

MODEL PROJECTS

This section describes three significant coordination efforts in Maryland among migrant labor service agencies and providers.



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HAITIAN ACCULTURATION PROJECT
A COLLABORATIVE TASK

In 1980-1981 as Haitian Entrants began to join the migrant stream in large numbers, it became apparent that there was an acute need for English as a Second Language (ESL) classes. Haitian migrant workers needed support and follow-up services that would help improve their knowledge of the basic, survival and living skills, English language proficiency, and vocational options.

The U.S. Department of Health and Human Services was aware of the need and made funds available for an acculturation project. In 1982 the Department of Human Resources was awarded funds from HHS to develop an acculturation project in Maryland for Haitian Entrants who were migrant workers.

Being cognizant of the Governor's Commission on Migratory and Seasonal Farm Labor's stance on communication and coordination linkages among migrant service providers, DHR, in a move aimed at assisting in the development and enhancement of these linkages, determined the funds would be sub-granted to a consortium of agencies with existing services and programs. This meant the agencies would have to develop collaborative agreements as a prerequisite for receiving the funds.

The details of the agreement were worked out in a joint meeting with the applicants, and the following plan was developed. Delmarva Rural Ministries would be the subgrantee and, in turn, would write sub-agreements with the Center for Human Services and the Migrant and Seasonal Farmworkers Association for specified services. The Maryland Department of Education would not negotiate a financial agreement with DRM but would provide certain in-kind services.

The Haitian Acculturation Project was developed and carried out as outlined below:

PURPOSE

To help acculturate the Haitian migrant worker to the American culture and encourage entry into the mainstream by helping to enable the worker to become economically, emotionally and socially independent.

SPAN

June 1, 1982 - September 30, 1982.

GEOGRAPHIC AREA SERVED

Caroline, Dorchester, Somerset, Wicomico and Worcester counties.

POPULATION SERVED

500 Haitian migrant workers.

SERVICES PROVIDED

English as a Second Language (ESL) instructions, employment related assistance, other supportive services, and the implementation of a tracking system to coordinate the efforts of this project with those in other states.

GENERAL RESPONSIBILITIES

Delmarva Rural Ministries

DRM was responsible for the provision and coordination of all services, responsible for all reports to DHR and HHS, provided health education, and developed a tracking system for participants.

Center for Human Services

CHS provided English as a Second Language (ESL) training.

Migrant and Seasonal Farmworkers Association, Inc.

MSFA provided transportation services from the migrant labor camps to the project sites, and provided employment related instructions and guidelines which included job readiness classes, housing information, farmworkers' job rights, and settle-out counseling.

Department of Education - Migrant Education

Migrant Education assisted in the recruiting and selection of teaching staff, provided training to teachers, and offered technical assistance as needed.

SUMMARY

The project was a successful venture which served 300 Haitians on the Eastern Shore. Unexpended funds from the project were carried over to the next migrant season and utilized by the Department of Education to supplement its ESL program.

On page 23 is the form that was used in the tracking system. The tracking form was made into a 3"x4" wallet size folding card.

THE WASHINGTON COUNTY MIGRANT COALITION CO-FUNDED POSITION

The concept of a co-funded position was conceived in

October, 1981 at a Western Maryland area meeting sponsored by the Governor's Commission on Migratory and Seasonal Farm Labor. The concept evolved from the need to solve three basic problems: (1) reduced funding of several agencies which meant a reduction in services and outreach personnel; (2) complaints from growers about duplication of services; and (3) the desire of agencies to close gaps in service delivery to farmworkers.

The original planning agencies were the Department of Education, Department of Employment and Training - Employment Security Administration, Migrant and Seasonal Farmworkers Association, and Potomac Bend Medical Center. Because of federal funding cuts, Migrant Education had to cancel out of the co-funding effort but continued to give support to the concept. Strong support for the project came from the Governor's Commission on Migratory and Seasonal Farm Labor; the Department of Health and Human Services, Region III; the Department of Labor, Region III; and the DOL National Office.

The co-funded position project was developed and is being implemented as outlined.

PURPOSE

To eliminate duplication and improve the availability and accessibility of outreach and supportive services to the migrant and seasonal farmworker population.

SPAN

June 1982 - present.

GEOGRAPHIC AREA SERVED

Washington County.

POPULATION SERVED

1,500 migrant and seasonal farmworkers.

PLANNING PROCESS

As a new and innovative concept, the project's planning stage required considerable time and effort and spanned 1½ years. During the planning process the following took place:

- Administrative and organizational approval of the concept from agency heads and funding sources at the federal, state and local levels.

- Development of administrative procedures, which involved determining which agency would retain fiscal responsibility; determining a method for the other members of the coalition (agencies) to transfer funds; determining supervisory responsibility for the position and the physical location of the outreach worker's home base.

- The fiscal responsibility was assigned to PBMC because PBMC possessed the most readily available funding, did not have to attach indirect cost dollars to the position and offered the best employee benefits. The supervisory responsibility was assigned to MSFA because MSFA had the office space, an extra telephone, the van and was most centrally located.

- The out-reach position was given the title, Farmworker Services Coordinator (FSC), and a job description was devised to cover all activities. See Page 8.

- The flexibility in the scheduling of the FSC's activities was discussed, and each agency determined what it needed from the position. From this discussion, a reporting format was devised and a "Daily Log of Activities" form was designed. See Page 25.

- Cross-training of the out-reach worker was planned because the FSC would need to be knowledgeable of each agency's regulations and procedures.

- Ads were placed in newspapers to recruit the FSC.

PROGRESS REPORT

1982

The 1982 migrant season was one in which the participants proceeded cautiously to work out the details of the program. As a new and innovative concept, not only did the agencies have to demonstrate flexibility in listing the schedule of the FSC, but the agencies were also confronted with developing untraditional procedures and making unconventional administrative decisions.

The FSC was placed on PBMC's payroll. PBMC was awarded a supplemental grant from HHS for the position. MSFA forwarded to PBMC its share of the cost for the first year. Even though DET was not able to secure funds for this period, the agency remained an active participant. The FSC submitted activity logs to PBMC, and copies were distributed to MSFA and DET as requested. Monthly expense reports covering the position were forwarded to MSFA by PBMC.

1983

In 1983 DET contributed its share to the cost of the position, and the project proceeded as in 1982.

1984

In January, 1984 the Washington County Health Department officially joined the coalition. WCHD paid ten hours salary of the 40 hour per week position. The Health Department also agreed to pay up to ten additional hours per week and some travel costs.

It became evident in 1984, after accessing 1983 data, that an additional FSC and another van were needed to adequately serve the target population. In past years, the number of workers had been based on the number of beds (595) in the camps and not the number of persons working during the season. Also, there are two settlements of migrant labor camps in Washington County. One settlement is in the Smithsburg area, and the other is in the Hancock area. The two areas are fifty (50) minutes traveling time apart. See Washington County map in Appendices.

1985

An additional FSC has been hired and another van has been purchased. One FSC will remain housed at the MSFA office site in Hagerstown, and will directly serve the Smithsburg area and act as referral agent to the county service agencies located in Hagerstown. The second FSC will be based at PBMC in Hancock and will directly serve the Hancock area. The FSC/PBMC will refer to the MSFA based FSC all farmworkers' requests that require supportive services from agencies located in Hagerstown. The FSC/PBMC will arrange transportation for farmworkers in the Hancock area to the Hagerstown area as necessary. The Hagerstown MSFA director will act as general supervisor to the FSC based at MSFA. The PBMC administrator will supervise the FSC based at PBMC.

SUMMARY

The 1985 members of the Washington County Migrant Coalition are: Potomac Bend Medical Center, Telamon (formerly Migrant and Seasonal Farmworkers Association), Department of Employment and Training - Job Services, and Washington County Health Department. The responsibilities of the coalition are: attend planning and progress meetings held at alternating office sites of the members, and review and approve as appropriate progress reports, methodology of reporting requirements, referral methodologies, FSC's work plan of activities, evaluation procedures and planning and implementation of expanded activities.

The grower community has been supportive of this trend towards inter-agency coordination with one-two staff persons designated to outreach the migrant labor camps. Service providers have been supportive in that this approach has avoided (1) duplication of services, (2) potential abuse of assistance by the farmworkers and (3) unnecessary interruptions of work activities of the farmworkers. The service providers have also seen an increase in service and referral contacts. In 1984 1,287 migrant and seasonal farmworkers were served, and 3,073 contacts were made.

The job description for the Farmworker Services Coordinator is listed on the next page.

FARMWORKER SERVICES COORDINATOR (FSC)
JOB DESCRIPTION

This position requires bi-lingual skills (Spanish and/or Haitian Creole). The individual must be able to communicate well with both the farmworkers and growers. The FSC's duties and responsibilities are as follows:

- Inform farmworkers of the availability of Manpower/ Employment Services, medical services/screenings, and other supportive services.
- Distribute materials explaining program services and farmworker rights to farmworkers at camps, meetings and other gathering places.
- Provide job information to farmworkers and make referrals to employers as appropriate.
- Make referrals and schedule appointments as necessary.
- Provide job training information to farmworkers and work with agricultural employers to identify worker training needs.
- Maintain adequate records of field activities.
- Provide and/or arrange for transportation of farmworkers.
- Develop an amiable working relationship with public and private community agencies, employers, and farmworkers.
- Act as a conduit for information exchange between agencies to avoid duplication of services.
- Prepare monthly progress reports to be distributed at monthly meetings of the coalition members.
- Prepare monthly schedule of activities to be distributed at monthly meetings of the coalition members.
- Other duties as assigned.

THE MARION SCHOOL MIGRANT CONSORTIUM
SOMERSET COUNTY COORDINATION PROJECT

The Marion School Migrant Consortium is a project that developed out of the recognition that the migrant population could be served more effectively and efficiently if agencies would develop and enhance communication and coordination linkages. The health providers became acutely aware of this need during the summer of 1982 when an outbreak of diarrhea occurred in the Somerset County migrant child population.

The agencies began to have meetings for communication and coordination purposes. The providers soon recognized that the migrant population could be better served if all the major services could be provided at one site. The agencies also believed they could better coordinate if all programs were centrally located and not spread 15-20 miles apart in different directions.

The Marion school was selected as the focal point for migrant services because the school had served as the site of the migrant education program for several years and the migrant population could easily identify with it. Also housed at the school were the East Coast Migrant Head Start project and a full-time Delmarva Rural Ministries pediatric nurse practitioner.

The Marion School Migrant Consortium was developed and is being implemented as outlined.

PURPOSE

To improve the delivery of migrant services by enhancing communication and coordination linkages.

SPAN

1983 - present.

GEOGRAPHIC AREA SERVED

Somerset County.

POPULATION SERVED

1,200 migrant farmworkers.

PARTICIPATING AGENCIES/PROGRAMS

Migrant Education, East Coast Migrant Head Start Project, Delmarva Rural Ministries, Somerset County Health Department, and Somerset County Department of Social Services.

GENERAL RESPONSIBILITIES/SERVICES PROVIDED

Migrant Education serves the school age population. Education provides the facilities, educational services and supportive services. Supportive services include transportation, meals, counseling and health services. Two full-time licensed practical nurses and two full-time health aides are provided.

East Coast Migrant Head Start Project provides services to the infants and toddlers. Services include educational services. health services, meals, and supportive services. Health services include screenings and physical examinations. The health services are purchased from DRM.

Delmarva Rural Ministries provides a full-time pediatric nurse practitioner at the school for efficient and timely identification, treatment and follow-up of health problems in the migrant school population. Physicals for the 0-5 year old age group are provided by contractual agreement with East Coast Migrant Head Start. The nurse also serves as a resource person for the school staff and other health providers, and as a communication link between the providers at the school and the DRM migrant health clinic.

Somerset County Health Department provides comprehensive screening, physical and dental examinations to children 5-12 years old. The staff includes a community health nurse, a community health nurse's aide, a clerk typist, a Creole translator and a Spanish translator.

The WIC program employs a registered nurse and a translator. Food vouchers, anemia and lead screenings are provided. WIC also provides instructions on purchase and storage of foods, budgeting and management of available resources.

Somerset County Department of Social Services provides food stamps and medical assistance at the school site. D.S.S. employs four temporary employees to staff the project during the migrant season. Three are hired as interviewers. They are bilingual and take applications for food stamps, determine eligibility and complete the necessary paper work to authorize the issuance of food stamp allotments. The fourth employee is a clerk and is responsible for the files, assigning case numbers and assisting the interviewers with paper work.

SUMMARY

During the 1984 migrant season 207 children were enrolled at the Marion Migrant School; 107 children were 0-5 years old. 757 applications were processed for food stamps, and the WIC program provided services to 99 individuals.

All participating agencies with satellites housed at the school site report the arrangement as a highly successful one.

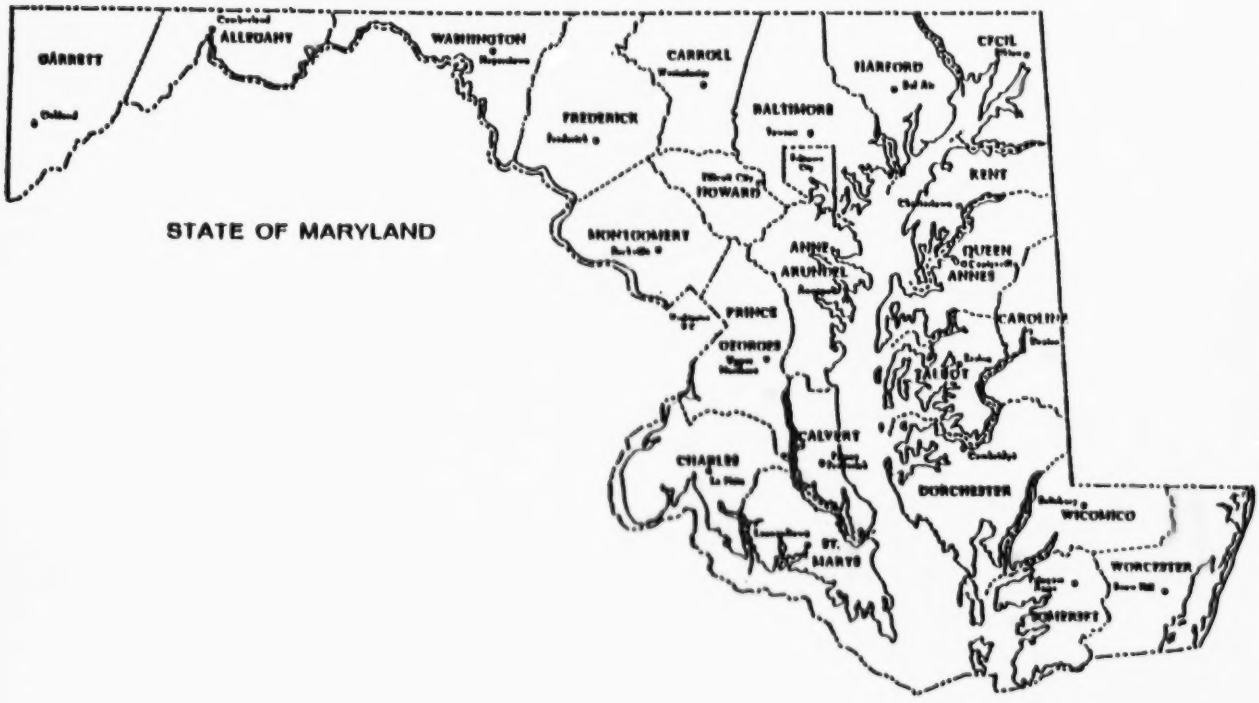
The close proximity of the service agencies has been advantageous to both the migrant workers and the agencies. Positive outcomes include:

- Increased cooperation and sense of trust among Somerset County migrant service providers.
- Improved delivery of services by the providers.
- Convenience for the migrant population, "one stop shopping" for all services.
- WIC met the needs of more women, infants and children who may not have bothered to apply had they needed to go to another location.
- School attendance improved. Staff was able to meet with more parents to discuss the children's progress. This was directly related to parents coming to the site to apply for food stamps.
- The health department was able to reach some children for screening and physicals whom they may not have known were in the area.
- Bilingual staff was shared among the agencies.
- The consortium held weekly progress meetings with key staff from all programs participating.

SECTION II

STATE LEVEL COORDINATION

This section describes coordination efforts among State agencies and linkages with non-state agencies.



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STATE AGENCIES AND COORDINATION LINKAGES

In Maryland, migrant labor programs are housed for administrative and programmatic purposes in various State agencies. In 1980, State government began to receive a barrage of conflicting complaints concerning the enforcement of migrant labor laws. The agricultural sector complained that there was too much regulation and agencies were causing problems for the growers through duplication of services and lack of coordination. The farmworker advocates complained that there was a lack of enforcement of regulations.

In response to the issues raised, the Governor's Commission on Migratory and Seasonal Farm Labor and State agencies began to develop mechanisms for addressing these concerns. To improve regulatory enforcements and avoid duplication of services, inter-agency communication and coordination networks were established. The State networking system is organized at the highest agency level and is maintained throughout the organization to the employees in the field.

TASK FORCE

In 1981, the Governor's Commission on Migratory and Seasonal Farm Labor established an inter-agency task force. The task force served to help improve substandard conditions in migrant labor camps by performing in-depth inspections of those camps where routine inspections revealed substandard conditions. The task force also served to help address the complaints of lack of enforcement of regulations and lack of coordination among the agencies. Members of the task force included personnel from the Department of Health and Mental Hygiene (Migrant Labor Camp Program), Department of Licensing and Regulation (MOSH), Department of Employment and Training (ESA), federal Department of Labor (Wage & Hour), Attorney General's Office, and the Governor's Commission on Migratory and Seasonal Farm Labor.

OFFICE OF THE ATTORNEY GENERAL

In 1983, a "Migrant Labor Legal Group" was established within the Office of the Attorney General. The group consists of assistant attorneys general who represent agencies that administer programs relating to migrant workers and agriculture. These include assistant attorneys general who represent the Department of Agriculture, Employment and Training, Health and Mental Hygiene, Human Resources, and Licensing and Regulation. The group is chaired by the assistant attorney general who represents the Commission on Migratory and Seasonal Farm Labor. Assistants representing the State Department of Education and the Department of Economic and Community Development are not active members of the group but are included when issues involving their agencies are discussed.

The group meets approximately six times a year and in the interim keeps members informed on developments regarding migrant labor. It is hoped that through the sharing of legal developments that the assistants can better assist their clients in serving the migrant community and can help facilitate inter-agency cooperation. It is also hoped that should emergencies arise, knowledgeable staff will be ready to act quickly and in a coordinated manner to handle any situation.

CABINET LEVEL COORDINATION - SECRETARIES' GROUP

The Secretaries' Work Group was organized in 1983 for the purpose of ensuring that State agencies at the highest level identify and resolve migrant labor issues in an expeditious and coordinated manner. The group is chaired by the Secretary of the Department of Human Resources, and the members are the Secretaries of Agriculture; Education; Employment and Training; Health and Mental Hygiene; and Licensing and Regulation. The group, with key staff, meets as needed.

CORDINATION AGREEMENTS BETWEEN AGENCIES

DEPARTMENT OF LICENSING AND REGULATION, DIVISION OF LABOR AND INDUSTRY AND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DL&I and DHMH have developed a referral procedure by which DL&I routinely forwards copies of crewleaders' licensing information to DHMH for comparison to Health Department information regarding the permitting status of the proposed housing sites and the camps' occupancy capacity. This process allows DHMH to resolve discrepancies in cooperation with DL&I, or directly with grower and crewleader before the migrant workers arrive. DHMH in turn reports violations of DHMH regulations to DL&I for consideration when a crewleader's license is issued or renewed.

DEPARTMENT OF EMPLOYMENT AND TRAINING AND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

To coordinate efforts and minimize the number of inspections, DET staff accompanies DHMH staff on inspections of camps where job orders are being proposed. DHMH inspections are used by DET as an indication of compliance with their housing standards.

DEPARTMENT OF LICENSING AND REGULATION AND DEPARTMENT OF EMPLOYMENT AND TRAINING

DET and DL&R have signed a Memorandum of Understanding which provides for DET to give local office assistance in the registration of crewleaders.

STATE AND FEDERAL COORDINATION

In 1984 the Department of Licensing and Regulation, Division of Labor and Industry, entered into a formal agreement with the U.S. Department of Labor. The agreement provides for the Maryland Occupational Safety and Health Program to coordinate its inspections with the federal Employment Standards Administration and the federal Employment and Training Administration. A second agreement, signed in 1985, coordinates efforts under the Maryland FLCRA with DOL activities under the Migrant and Seasonal Farmworkers Protection Act. In addition to the formal agreements, the U.S. Department of Labor, Wage & Hour, has provided staff training to Maryland's FLCRA staff.

U.S. DOL Wage & Hour and ESA employees are regular participants at the meetings of the GCMSFL.

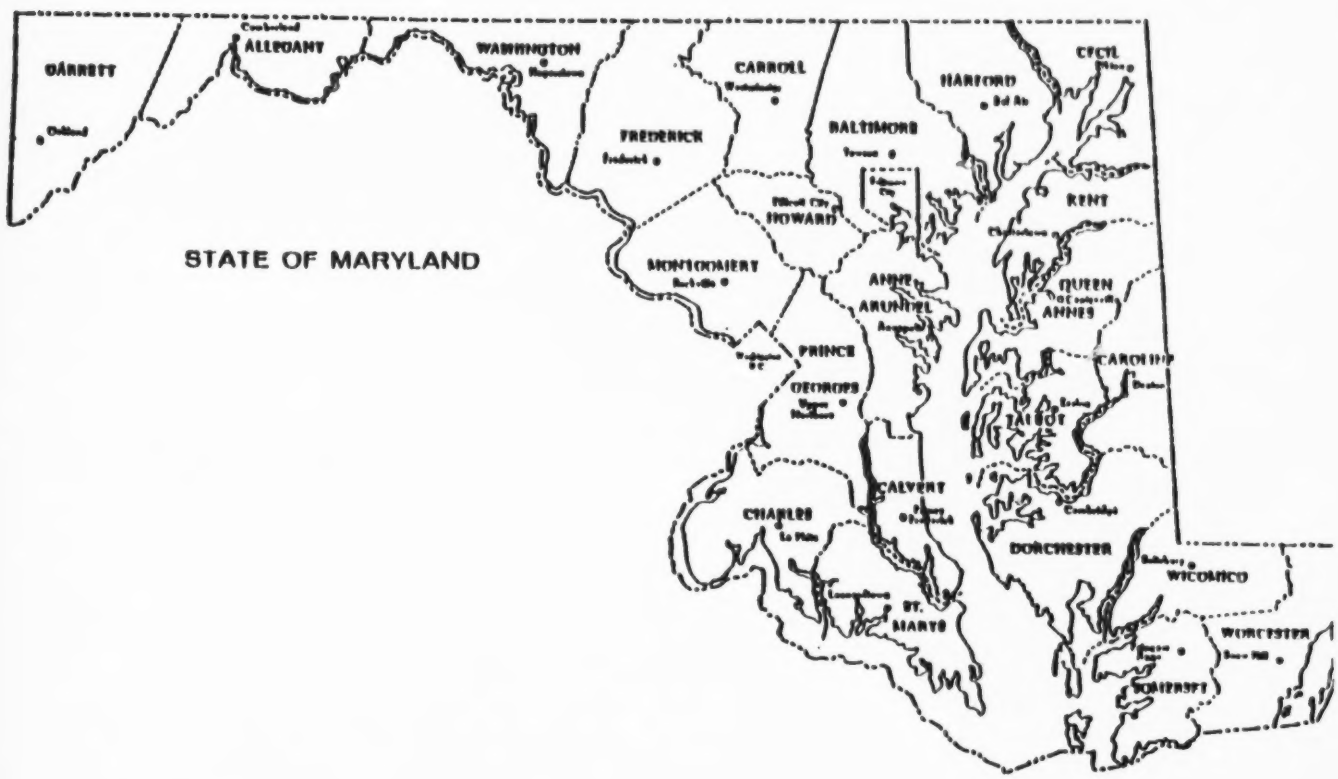
STATE AND LEGAL AID COORDINATION

Complaints by Legal Aid to State agencies and to the Governor's Commission on Migratory and Seasonal Farm Labor serve to supplement information necessary to initiate and pursue enforcement proceedings. Allegations of illegal crewleader practices, substandard housing, and job service violations are investigated by the State agencies responsible for the programs. Legal Aid staff are active participants at GCMSFL meetings and serve on Commission committees.

SECTION III

DESCRIPTION OF AGENCIES

This section has been included to identify agencies in terms of programs administered and services provided.



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DEPARTMENT OF EDUCATION

THE MIGRANT EDUCATION BRANCH is administered by the Compensatory, Urban and Supplementary Programs Administration. Title I of the Elementary and Secondary Education Act was amended in November 1966, to include the children of migratory agricultural workers. In August 1974, the Act was further amended to include the children of migratory fisherman. Funds are provided to develop and implement special education programs for these children. Title I migrant programs concentrate on identifying and meeting the specific needs of migrant children through remedial instruction; health, nutrition and psychological services; cultural development; and prevocational training and counseling. Special attention in instructional programs is given to development of the language arts, including speaking, reading and writing in both English and Spanish. Also, special attention is given to math, social studies and oral English as a second language.

DEPARTMENT OF EMPLOYMENT AND TRAINING

STATE MONITOR ADVOCATE PROGRAM - DET, formerly Employment Security Administration, administers the Monitor Advocate Program. The program was established by federal regulations as a result of a court order issued to the Department of Labor. Through this program, the Job Service ensures that migrant and seasonal farmworkers (MSFWs) are afforded services that are qualitatively and quantitatively proportionate to non-MSFWs and provides a forum in which MSFWs and Job Service users can seek resolutions to employment related problems.

THE RURAL SERVICE PROGRAM, also administered by DET, is a labor exchange effort by which employers (growers) request labor to harvest their crops and the Job Service recruits workers to fill these requests. This program requires that Job Service staff perform housing inspections and field checks to verify growers' compliance with migrant housing and health standards, regulations and employment laws.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

MIGRANT LABOR CAMP PROGRAM - The Office of Environmental Programs, Division of Community Services, administers the Migrant Labor Camp Program. In 1959, the Maryland Department of Health and Mental Hygiene adopted "Regulations Governing the Construction, Equipment, Sanitation, Operation and Maintenance of Migrant Labor Camps." These regulations were promulgated by the State Health Department which has the authority and responsibility for inspection and enforcement. In 1970 and 1978

substantial revisions were made to coincide with the U.S. Department of Labor Standards for Housing Agricultural Workers and the Occupational Safety and Health Administration's Standards for Temporary Labor Camps 1910.142.

SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC) - This program is administered by the Preventive Medicine Administration. The purpose of the program is to provide supplemental foods and nutrition education through any eligible local agency that applies for participation in the program. The program serves as an adjunct to good health care during critical times of growth and development, to prevent the occurrence of health problems and improve the health status of the clients.

MIGRANT HEALTH - The Preventive Medicine Administration also provides migrant health funding to local county health departments to augment maternal and child health programs during the migrant season.

DEPARTMENT OF HUMAN RESOURCES

FOOD STAMP PROJECT - The Income Maintenance Administration administers the Migrant Food Stamp Project, which was developed to provide outreach services to the migrant population. The project is funded 50% by the State and 50% by the U.S. Department of Agriculture and is operated by the local county social services departments.

DAY CARE PROJECT - The Social Services Administration administers the Migrant Day Care Project. The project is funded 100% by the State. The funds are allocated to the local county social services departments which contract for the services.

DEPARTMENT OF LICENSING AND REGULATION

THE DIVISION OF LABOR AND INDUSTRY enforces the provisions of the Maryland Occupational Safety and Health Act (MOSHA) and the Maryland Farm Labor Contractor Registration Act (FLCRA). Labor and Industry also ensures compliance with the State Wage and Hour Law, Wage Payment and Collection Law, and the Employment of Minors Law.

The MOSH Law encourages employers and employees to make a conscientious effort to diminish safety and health hazards in the work place. The law develops new programs and revises existing programs to ensure a hazard-free work environment.

The Wage and Hour Law, administered by the department's Employment Standards Service, guarantees that covered employees are paid the minimum wage and overtime when earned. The Service also administers the Wage Payment and Collections Law which

provides assistance for those employees who worked and earned wages, but were not paid the the wages promised; and the Employment of Minors Law which limits the occupation and hours of work for minors 14 through 17 years of age.

The Maryland Farm Labor Contractor Registration Act (FLCRA) requires all farm labor contractors who work in Maryland to register with the State. Additionally, the law imposes duties on a farm labor contractor regarding the employment, housing and transportation of migrant agricultural workers. An agricultural employer, or "grower," must verify registration before using a farm labor contractor's services.

NON-STATE AGENCIES

CENTER FOR HUMAN SERVICES

The Center for Human Services is a private non-profit human services corporation, headquartered in Maryland which provides academic and supportive services to the migrant and seasonal farmworker population. The Center offers three major programs: English as a Second Language Program, College Assistance Migrant Program, and a commuter and residential and English and Spanish High School Equivalency Program. The services provided by these programs include: academic assistance, career planning, counseling, cultural enrichment, job placement, and support services.

DELMARVA RURAL MINISTRIES HEALTH PROJECT

The Delmarva Rural Ministries Health project provides primary health care services to farmworkers on the Delmarva Peninsula, which includes the Eastern Shore of Maryland. The project is funded by a federal grant, and contributions from churches and other private sources.

Primary health care services provided by the agency include weekly evening camp visits by registered nurses, weekly evening out-patient clinics, dental extractions, bilingual health education programs, camp screening for specific health problems, screening and physical examination for day care children. Also provided are arrangements for hospitalization and prenatal care, emergency care, and continuity of health care among intra- and inter-state health care providers.

Supportive and farmworker advocacy services provided by D.R.M. include a community food and nutrition program, an educational program, transportation services, coordination of WIC services, and interpreters.

EAST COAST MIGRANT HEAD START PROJECT

The East Coast Migrant Head Start Project is funded by the Department of Health and Human Services, Administration for Children, Youth and Families, Migrant Programs Branch of the Head Start Bureau to provide continuity of Head Start services to migrant children and their families on the east coast of the United States. Children 0-5 years old qualify for East Coast Head Start services if they have traveled with their families during the past twelve months, while the family does agricultural work and if the family income is within poverty guidelines. Continuity of services is achieved by a comprehensive centrally located record system and hand-carried health and developmental continuity records provided to the parents.

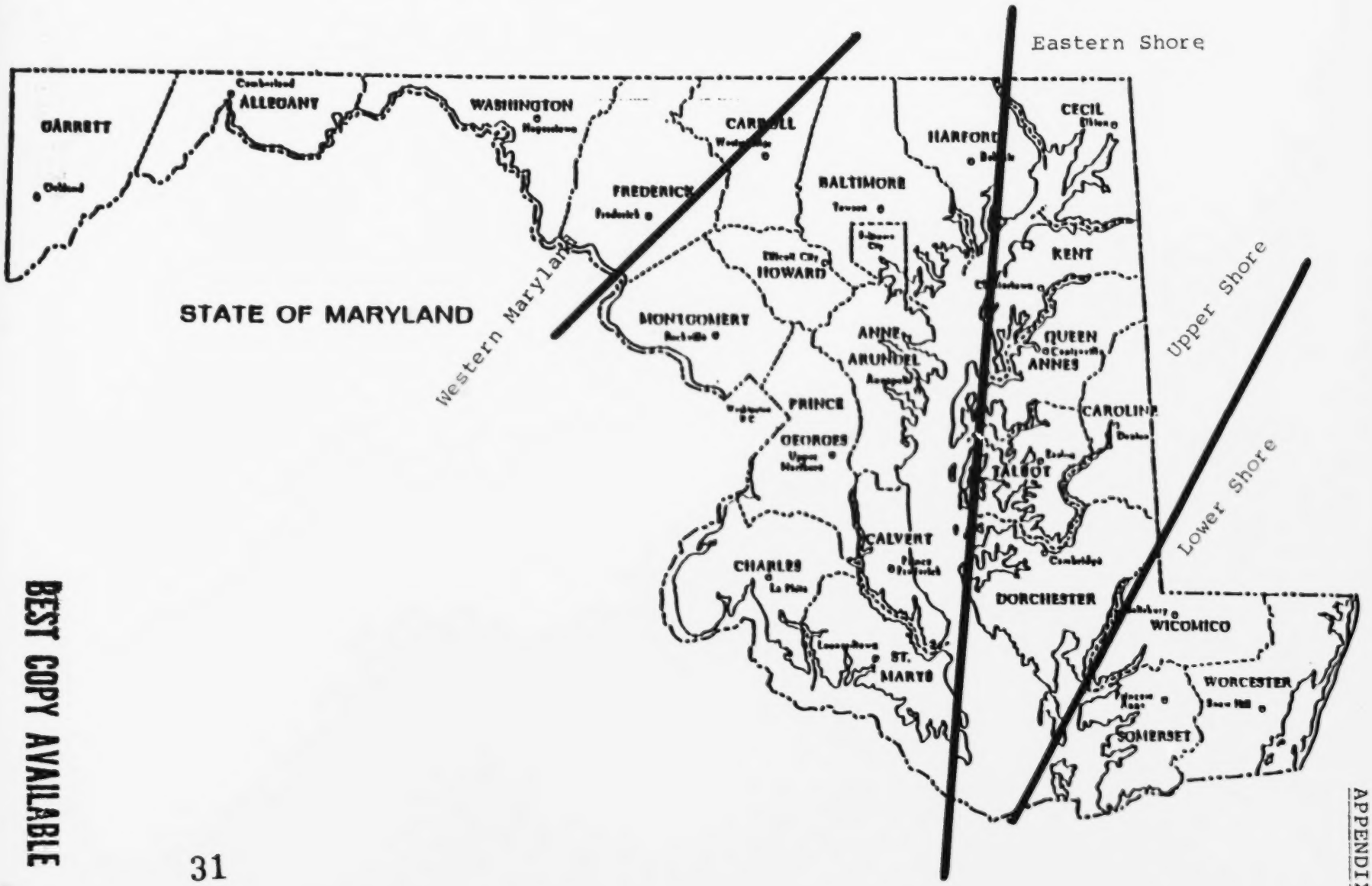
POTOMAC BEND MEDICAL CENTER

The Potomac Bend Migrant Health Project provides primary health care services to the migrant and seasonal farmworker population in Western Maryland. The project is funded by a federal grant from the Department of Health and Human Services. Health services offered include day and evening outpatient clinics, dental care, vision screening/eye glasses, and pharmaceuticals. Supportive services include transportation, outreach information and referral services.

TELAMON CORPORATION

Telamon Corporation (formerly Migrant and Seasonal Farmworkers Association) is a private non-profit organization dedicated to the economic upgrading of under-employed farmworkers and other disadvantaged persons. The corporation administers a wide range of training and employment services. Training programs are geared toward preparing clients for full-time unsubsidized employment in high labor demand jobs. Supportive services include housing and nutritional programs.

APPENDICES



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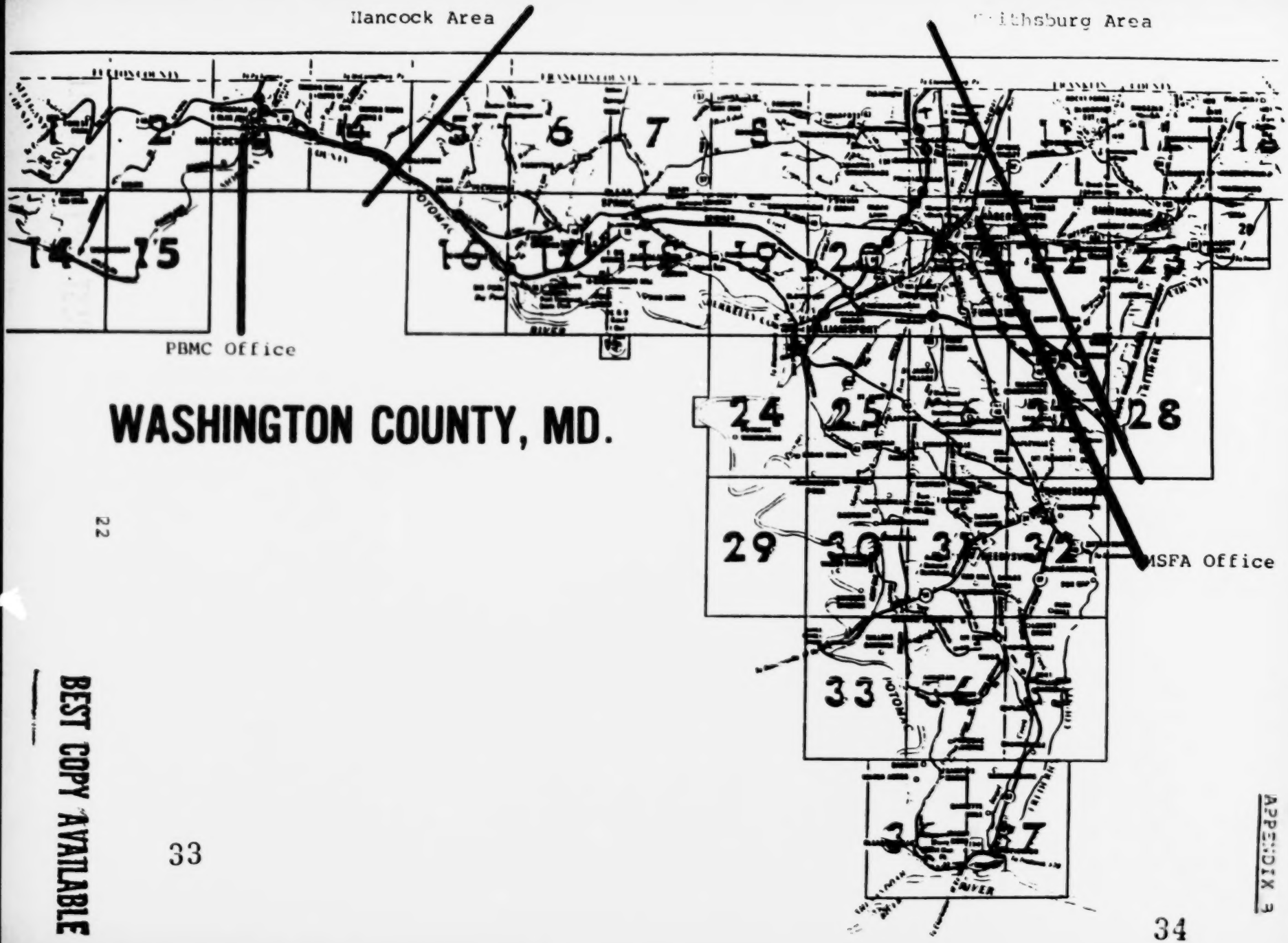
APPENDIX A


Hancock Area
Smithsburg Area
PBMC Office
MSFA Office
WASHINGTON COUNTY, MD.
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POTOMAC
POTOMAC
POTOMAC
ANTIETAM
CONOCOCHEAGUE
LITTLE
CONOCOCHEAGUE
BIKER
CREEK
CREEK
CREEK

APPENDIX C
Haitian ESL
Tracking Card

CENTER INITIATING CARD

I. Center Name: _____ Date Entered: _____ Date Left: _____
Address: _____ Estimated hours of instruction: _____
City: _____ State: _____ Zip: _____ Other Programs Attended: _____
Phone: _____ Date: _____ _____
Contact Person: _____ Other Information: _____
_____

OTHER CONTRIBUTING AGENCIES

II. Center Name: _____ Date Entered: _____ Date Left: _____
Address: _____ Estimated hours of instruction: _____
City: _____ State: _____ Zip: _____ Other Programs Attended: _____
Phone: _____ Date _____ _____
Contact Person: _____ Other Information: _____
_____

III. Center Name: _____ Date Entered: _____ Date Left: _____
Address: _____ Estimated hours of instruction: _____
City: _____ State: _____ Zip: _____ Other Programs Attended: _____
Phone: _____ Date: _____ _____
Contact Person: _____ Other Information: _____
_____

IV. Center Name: _____ Date Entered: _____ Date Left: _____
Address: _____ Estimated hours of instruction: _____
City: _____ State: _____ Zip: _____ Other Programs Attended: _____
Phone: _____ Date: _____ _____
Contact Person: _____ Other Information: _____
_____

IMPORTANT

TO THE STUDENT

- Keep this card with you
- When you enroll in class show it to your teachers.
- Make sure new classes are entered on this card.

IMPORTANT

TO THE EDUCATOR:

- For additional information call the last school program listed.
- Make sure all updated information is entered on this card.

MIGRANT ESL PERSONAL COMPETENCY CARD

NAME _____
Last First MI
I-94# _____ DOB ____ SEX: ___
SOCIAL SECURITY # _____ - ____ - ____
HOME BASE ADDRESS _____
_____
_____
_____
PERSON TO NOTIFY IN CASE OF EMERGENCY
_____
_____
_____
PHONE _____
DATE OF ISSUE _____
STATE: _____ CARD #: _____

Additional Education Information

High School Equivalency or GED ___Ready ___In process ___Complete
Adult Basic Education ___Ready ___In process ___Complete
Continued Education ___Post GED ___Other _____
Highest Educational Level Completed ___U.S. ___Abroad

Employment/Employability Information

Occupation Goal _____
Special Skills _____
Job Training Programs (completed) _____
(desired) _____
Barriers to Employment _____
_____
_____

PLACE DATES COMPETENCY HAS BEEN ACHIEVED

COMPETENCIES		Listening L	Speaking S	Reading R	Writing W	Numeracy N
I. Class Orientation						
1) Can identify and introduce self, read and write name	1)					
2) Can express lack of understanding and request clarification	2)					
3) Can tell time and date and respond to schedules	3)					
Other _____						
Other _____						
II. Employment						
1) Can fill out Social Security (or like form, e.g., W-4)	1)					
2) Can describe job — hours, salary, type of work (time, money)	2)					
3) Can follow simple safety instructions and ask for clarification (including signs)	3)					
4) Can explain sickness, lateness, absence to supervisor	4)					
Other _____						
Other _____						
III. Shopping						
1) Can identify money denominations	1)					
2) Can read prices, pay correct amount (and verify correct change)	2)					
3) Can ask for common necessities and understand response given	3)					
4) Can ask for items in a store and understand directions given	4)					
IV. Health						
1) Can give personal information in clinic, including filling out forms	1)					
2) Can describe common symptoms	2)					
3) Can follow medical instructions — make follow-up appointments, take medication	3)					
Other _____						
Other _____						
V. Community Services						
1) Can use pay phone	1)					
2) Can purchase and use appropriate postage	2)					
3) Can follow proper procedures for obtaining food stamps	3)					
4) Can ask for and follow simple directions (e.g., to post office, clinic)	4)					
5) Can identify men's and women's restroom facilities (read signs)	5)					
6) Can request emergency assistance and respond appropriately	6)					
7) Can purchase and/or cash a money order or check	7)					
Other _____						
Other _____						
VI. Government and Law						
1) Can describe elementary workings of local, state and federal government	1)					
2) Can describe relationship between citizen and government in U.S.	2)					
3) Can describe legal system and individual rights/responsibilities	3)					
4) Can describe personal legal documents and their uses	4)					
5) Understands government services and tax system	5)					
Other _____						
Other _____						

Log of Daily Contacts & Activities

OUTREACH WORKER _____ Date: _____

MIGRANT OR SEASONAL	MALE OR FEMALE	Name, Home Base Telephone Number	Social Security No. Employer	DofB/Age 1 W-NH 2 B-NH 3 Hispanic 4 Haitian 5 Jamacian 6 Unknown	Referrals				NUMBER CONTACTED	REMARKS/REASON FOR REFERRAL
					MSFA	JS	PEM	WIN		